

30-1
7 DEC 1983

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Internal Accounting and Administrative Control Directive

1. Would you please read the attached statement on financial integrity, sign it, and return to me by 15 December 1983.

2. If there are exceptions, they should be incorporated in the statement together with an explanation of proposed corrective action.

Harry E. Fitzwater

Harry E. Fitzwater

Attachment

EO/DDA [] (7 Dec 83)

STAT

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Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 83 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____